



CCFA TROUBLESHOOTING: Cannot Create Placements and How to Tell if you are Over Utilized

Cannot Create Placements. Am I Over-utilized?



- **Examine the following in the Contract Details**

<input type="checkbox"/> Contract	Income Eligible		1	09/01/2009		08/31/2016	
Program	Start Date	End Date	Fiscal Year	Rate	State Max Rate	Placements	Total Slots
System Family Child Care 2 yrs and Over	9/1/2009	6/30/2016	2016	\$40.21	\$40.21	16	1
System Family Child Care Under 2 yrs	9/1/2009	6/30/2016	2016	\$44.30	\$44.30	3	1
QRIS FAMILY CHILD CARE < 2	9/1/2009	6/30/2016	2016	\$44.30	\$44.30	0	13
QRIS FAMILY CHILD CARE > 2	9/1/2009	6/30/2016	2016	\$40.21	\$40.21	6	1

- **Find the Program Type, you are trying to place**

- Look at the total number of slots available
- Look at the total number of placements
- If you are System Family Child Care, over 2 and under 2 slots can be added together

- **Available, Fully Utilized, or Over-utilized?**

- The maximum number of placements to fill one slot is 2 half time placements
- Note above for QRIS FFC >2, there are 6 placement for 1 slot. This is Over-utilized. Placements cannot be added
- Note the System FFC >2, there are 16 placement for 1 slot. This is Over-utilized. Placements cannot be added

- **CCFA will only allow Supportive Placements to be added when your slots are over-utilized**

- **Is there a Continuity of Care issue? Discuss the availability of a Voucher with the CCRR**

Training Materials and Questions



- Check our website for updates and available recordings
www.mass.gov/eec/ccfa/training
- Please email your questions to
CCFATraining@massmail.state.ma.us